

# 3 City Center Tenant Criteria Manual

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180 S. Clinton Avenue  
Rochester, NY 14604  
[www.3citycenter.com](http://www.3citycenter.com)

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Prepared September, 2017

# GENERAL

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Welcome to 3 City Center. This Tenant Criteria Manual is provided to assist Tenants, designers, engineers and contractors in developing interior designs that are consistent with the overall **concept of the building's Class A office environment. This document supplements the lease and shall not contradict it in any way.**

**The Tenant's work must be in compliance with the laws and regulations of the authorities having jurisdiction and must adhere to the criteria set forth in this manual.**

The Tenant must engage a registered Architect and Professional Engineers for structural, architectural, heating, ventilation, air-conditioning, fire protection, electrical and security systems **design of their space. The Tenant may wish to retain the Landlord's base building architect,** engineers and contractor to perform the work needed, however it is not a requirement. All drawings created will be reviewed by the Landlord. All requirements as a result of the review must be incorporated into the design and construction.

Base Building Architect:

HBT Architects, 2 Elton St., Rochester, NY 14607 p: 585.586.0490

[www.hbtarchitects.com](http://www.hbtarchitects.com)

Contact: Trevor Harrison, Kirstin Labita

Base Building Engineers:

MEP: Turner Engineering, One Woodbury Blvd., Rochester, NY 14604 p: 585.381.3360

Contact: Dan Turner

Structural: WEB Engineering, P.C. p: 315.369.1004

Contact: Wayne Beckingham

Base Building Contractor:

Taylor the Builders, 2580 Baird Rd., Penfield, NY 14526 p: 585.248.6000

[www.taylorthebuilders.com](http://www.taylorthebuilders.com)

Contact: Fred Lehman

Landlord/Building Management:

Morgan Management, 180 South Clinton Ave Suite 150, Rochester, NY 14604 p:

585.232.1654 [www.3citycenter.com](http://www.3citycenter.com)

Contact: Matt Ward

## EXISTING CONDITIONS

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The Tenant is responsible to ensure that their consultants visit the site to verify all existing conditions. The Landlord will provide drawings to the Tenant containing all major architectural elements within the space.

## TENANT DESIGN SUBMISSION

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Before the start of construction, the Tenant must submit to the Landlord the following:

- Architectural drawings including demolition plan, floor plan/ partition plan, reflected ceiling plan, finish plan, furniture plan, elevations, sections and details as necessary and finish schedule.
- Mechanical drawings including demolition plan, HVAC plan, plumbing plan, details as necessary, schedules.
- Electrical drawings including demolition plan, lighting plan, power and systems plan, communication plan, details as necessary, schedules.
- Fire Protection including sprinklers and fire alarms.
- A finish board – either electronic or physical – must be submitted to the landlord for approval.

## PERMITS

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The Tenant is responsible for all permits and approvals required by authorities having jurisdiction. The Tenant must provide the Landlord with copies of permits and approvals obtained prior to the start of construction. The Tenant is responsible to comply with any items that need correction per the governing authority or Landlord.

## AS-BUILT DRAWINGS

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The Tenant is responsible to submit to the Landlord As-built information and drawings no later than 30 days after the completion of construction. All as-built drawings shall be submitted electronically in pdf file format as well as CAD format. As-built drawings should include:

- Architectural drawings including demolition plan, floor plan/ partition plan, reflected ceiling plan, finish plan, furniture plan, elevations, sections and details as necessary and finish schedule.
- Structural drawings
- Mechanical drawings including demolition plan, HVAC plan, plumbing plan, details as necessary, schedules.
- Electrical drawings including demolition plan, lighting plan, power and systems plan, communication plan, details as necessary, schedules.
- Fire protection including sprinklers and fire alarms.

# ARCHITECTURAL INFORMATION

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3 City Center is a 7-story office building with a floor-to-floor height of 12'-4" and a typical ceiling height of 8'-0". The column spacing is 28'-0" on center with windows on all four sides of the building. The original tinted glass has been replaced with new clear, energy efficient, low E glass to allow for more natural light inside the building.

Each floor is served by four (4) passenger elevators and one (1) freight elevator. The lower level is served by the freight elevator and one passenger elevator. There are two (2) egress stair towers. The second floor contains the Skyway path that leads from the Washington Square Garage to Xerox Tower. The Skyway can be accessed from the first floor of the building by a monumental staircase that connects the first and second floors, or an elevator for ADA access.

## ELEVATOR LOBBIES

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Elevator lobbies on all floors of 3 City Center have been renovated by the Landlord with new finishes; porcelain tile floors, large scale ceiling tiles, linear and recessed LED lighting, walnut decorative panels, wallcovering and contemporary paint colors. The elevator doors and frames are freshly painted steel. Tenant suite entrances must conform to the base building standard: a **full glass aluminum framed door, either 3'-0" wide with sidelights or 6'-0" wide. Any deviation** from this standard must be approved by the Landlord before installation. See information on door hardware below.

The Tenant may apply for Landlord approved signage to the wall that separates their space with the elevator lobby. Under no circumstances may the Tenant change or modify the elevator lobby finishes.

## BUILDING BATHROOMS

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Each floor contains a set of renovated bathrooms. All bathrooms comply with the American with Disabilities Act (ADA) and have updated finishes with tile floors and walls, wallcovering, lay-in ceilings with LED lighting, vessel sinks and automatic plumbing fixtures. Under no circumstances may the Tenant change or modify the building bathroom finishes.

# ARCHITECTURAL DESIGN CRITERIA

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3 City Center is a Class A office building with specific design and finish standards that maintain the concept set forth by the Landlord. All finishes are to be **fire rated 'class A,'** commercial grade.

Materials must help to maintain a healthy interior environment. Any material with a high VOC (volatile organic compound) content or other chemical makeup that will negatively impact indoor air quality is not permitted. No hazardous materials are permitted.

All workmanship is to be performed in accordance with the very best standards of practice.

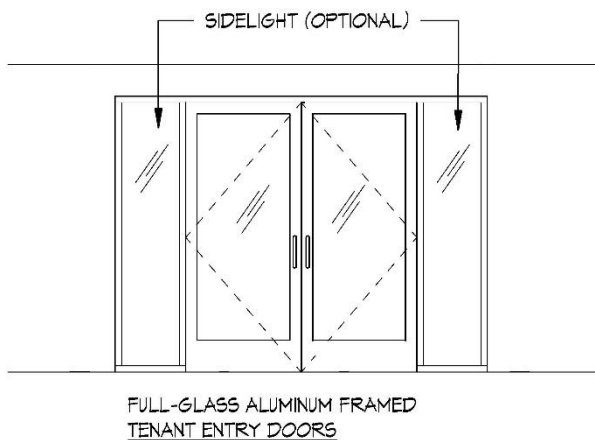
The following criteria will help the Tenant to ensure that the look and feel of the base building will be maintained while allowing the tenant to implement their own branding standards. The landlord wants to maintain a consistent look from the exterior and from the elevator lobbies. Building systems, door hardware, ceilings and lighting type within the tenant spaces are regulated by the landlord.

## TENANT SUITE ENTRY DOORS

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Suite entry doors will be full height, full glass doors with an aluminum frame. The doors can **either be a 6'-0" double door or a single 3'-0" door with a side light on either side.** Alternatively, tenants may choose to include a full glass storefront wall.

Tenant entrance designs must be submitted to the Landlord for approval and installed by the **Tenant at the Tenant's expense.**



## DOORS + DOOR HARDWARE

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The building standard for all office door hardware is as follows:

Heavy use doors (main entrance, corridors, etc.):

- Hager 3400 Series
- Finish: Silver US26D

All other doors (typical office, conference rooms, etc.):

- Hager 3400 Series
- Finish: Silver US26D

## PARTITIONS

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All interior partitions must be of non-combustible construction and shall not interfere with the **building's systems**. Partitions must terminate at a window mullion. Screws are not to be used to attach to exterior window mullions.

## CEILINGS

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**The overall height from floor to slab above is 12'-4"**. All structure is fire proofed with a cementitious fire proofing and must be maintained. Open ceilings are permitted as long as the fire proofing is maintained. Any fire proofing that is disturbed during construction must be replaced. **Typical finished ceiling height including structure and HVAC is 8'-0"**, though higher ceiling heights can be achieved in some areas.

Finished ceilings may be gypsum board or dropped acoustical of commercial grade such as Armstrong or USG. Grid size and type may be determined by tenant.

Gypsum board ceilings require access panels for maintenance of systems above the ceiling. The tenant is responsible to design the ceiling so that access to equipment is possible. The Landlord reserves the right to approve all access panel locations.

## LIGHTING

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All new lighting installed must be DLC (Design Lights Consortium) certified LEDs (light emitting diodes). Building standard for typical/ general office lighting is as follows:

- Manufacturer: Eaton Lighting
- Style: Metalux LED troffer
- Size: 2'x4' and 2'x2'

Deviations from this standard must be reviewed and approved by landlord before installation.

## FLOORING

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Flooring within the tenant space must be commercial grade. Tenants may use a variety of flooring types such as carpet, porcelain tile, luxury vinyl tile (LVT), etc. No vinyl composition tile (VCT) may be used in tenant entries. VCT is acceptable in storage rooms and server rooms.

## WINDOW COVERINGS

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The standard building window covering is roller blinds,

Style: BlueShade

Type: E-Screen with 1% openness

Color: 002007 White Pearl

Fascia & Hardware: color white

Tenants may not install any additional or alternate window covering without prior written consent from the landlord.

## SIGNAGE

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All proposed interior tenant signage is to be reviewed and approved by the Landlord before fabrication and installation. All tenant signage visible from the public corridor is subject to Landlord review and approval.

## TENANT SECURITY/ ACCESS

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3 City Center is controlled through an electronic access control system by Kantech. All perimeter doors are controlled through this system to include the basement loading dock door, main lobby west, main lobby east and the second-floor door on the skyway from the Washington Square Garage. These doors can be remotely controlled by Building Management and Security. Tenants have the option to gain access 24/7 through the use of an access control credential or FOB, as they are often called, at these doors. In addition to the building perimeter doors, we implemented elevator access control which will enable access to particular floors by tenancy, as requested.

3 City Center also invested in a high-resolution IP video surveillance which is part of the integrated access control and surveillance system. There are seven (7) cameras recorded and are monitored by the security desk and building management. The cameras are located on the lower level, 1st floor and 2nd floor.

# UTILITY INFORMATION

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## MECHANICAL

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3 City Center's HVAC system is a water source heat pump type which incorporates a dual circuit cooling tower with multiple staged boilers. An integral component of the system is an independent make up air unit which delivers fresh outside air to the offices. Each heat pump controls a zone of approximately 1,000 square feet which affords the tenant the luxury of customizing their offices to integrate the office climate to their needs. The building energy management system monitors and controls the building mechanical system to maintain consistent temperature while being mindful of energy costs.

## ELECTRICAL

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3 City Center is equipped with a 4,000 Ampere, 480Y/277 volt, 3 Phase, 4 Wire electrical service from Rochester Gas & Electric. There are two separate primary feeders, each feeds one of the transformers. The building draws power from both transformers equally. In the event one of the primary feeds is dropped the feed and transformer will continue to provide power to the building.

# UTILITY DESIGN CRITERIA

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## MECHANICAL

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The tenant is responsible to provide all modifications to existing and install of all new HVAC equipment, ductwork, insulation, outlets, controls, accessories, etc. to distribute the airflow within the tenant space to maintain design conditions. Tenant spaces are required to connect to **the building's energy management system** via a communication wire.

Ductwork shall conform to the latest standards.

Any VAV boxes that cannot be accessed **due to tenant's new office walls, the tenant shall** remove and relocate the VAV box to an accessible location.

All VAVs and ductwork shall be cleaned prior to system rebalancing. Air balancing is to be performed as soon as possible after cleaning is complete.



All new and renovated mechanical systems shall be balanced or rebalanced to the design **requirements before occupancy. Tenant's mechanical contractor shall submit the balancing report to the Landlord for review.**

## ELECTRICAL

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All new and renovated electrical and communications systems must meet local jurisdictions code. New and renovated systems must incorporate environmental and energy considerations. **See "architectural criteria" for lighting energy requirements.**

The Tenant is responsible to provide and install new electrical items such as conduit wiring, electrical connections, lighting, emergency lighting, exit lighting, lighting controls, power outlets and receptacles, data outlets, metering. Any work required in adjacent spaces/closets must be coordinated with Building Management.

Some tenant spaces may require sub-metering. Building standard sub-metering is E-mon D-mon Class 3200.

## PLUMBING

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All new and renovated plumbing systems must meet local jurisdictions code. New and renovated systems must incorporate environmental considerations such as low-flow fixtures.

The tenant is responsible to provide and install new plumbing items such as kitchenette sinks, dishwashers, garbage disposals and private baths within their office area. Maintenance of these items are the sole responsibility of the tenant.

**Any work required in the ceiling directly below the tenant's space must be coordinated with Building Management.** No lead, combustibles or unprotected fiberglass insulation will be allowed in the ceiling space.

The landlord may require the tenant to waterproof all or a portion of the slab including slab penetrations in their space to avoid leakage into the space below.

## LIFE-SAFETY

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3 City Center has a new Simplex addressable voice fire alarm system. All tenant build-outs have full, addressable fire alarm coverage and notification (speaker strobes and strobes) coverage. The build-outs must be approved by an Engineering Firm and reviewed/ permitted by the City of Rochester. All non-renovated areas of the building are zoned and tied to the new fire alarm system.

# CONSTRUCTION INFORMATION

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## CONSTRUCTION DOCUMENTATION

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Before beginning construction, the following documents must be submitted to the Landlord by **the tenant's approved contractors**:

- Certificate of Insurance
- Building Permit
- Construction schedule
- List of contractors requiring access

The tenant will not be permitted to begin construction until the Landlord has issued written approval.

The Landlord reserves the right to approve the **tenant's contractors, subcontractors and consultants**.

## DEMOLITION

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Waste shall be removed from the building through the freight elevator and out to the loading **dock area through the lower level. The tenant's contractor is responsible for its own dumpster** during construction. Coordinate with the Building Management for location.

All existing finish materials in the elevator lobbies must be fully protected during construction. Masonite is to be used to protect both the porcelain floor and wood wall panels. The Tenant is responsible for any damage to existing materials and must replace/ repair any damages.

The Landlord reserves the right to assess the impact of proposed demolition on building systems and request additional protection as required.

## CONSTRUCTION

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The contractor must maintain a safe work zone throughout the entire construction process. No smoking is permitted on the premises.

A pre-construction meeting is to be held on site before the commencement of work. Building Management, **Tenant's General Contractor** and all subcontractors are to be present. A review of the site will be conducted during this time.

Only authorized workers whose names have been provided to the Landlord will be allowed in the building. No parking is permitted in the loading dock area or on the sidewalk at any time, no

exceptions. **The tenant's contractor is responsible to keep the work site secure during construction.**

Restroom use for construction workers is limited to the floor of construction. Restrooms must remain clean at all times.

The contractor is responsible to protect all base-building elements from damage during construction including, but not limited to, elevator lobby flooring, elevator lobby wood panels, drywall walls and wallcovering. Any damages will be repaired by the Landlord and charged to **the Tenant's contractor.**

The construction site must be kept clean. All construction materials must be stored either in the **construction site. A waste bin, provided by the Tenant's contractor, shall be emptied daily.** Coordinate with the Building Management for removal of waste through the loading dock.

No cutting, coring or drilling is permitted through the base building structure without the prior written consent of the Landlord and the base building structural engineer. Any approved work on the structure, including floors, may be required to be performed after business hours.

The completed tenant space must be cleaned before occupancy, including the elevator lobby and any adjacent space that was affected during construction.

## **OCCUPANCY+ POST-OCCUPANCY**

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**Before occupancy of the space, the Tenant's contractor must submit a Certificate of Occupancy** from the building inspector to the Landlord.

As-built drawings and air balancing reports must be submitted to the Landlord no later than 30 days after occupancy.